

# HISTORIC PRESERVATION FUND

## Grant Application

### PLANNING/OUTREACH PROJECTS

#### Introduction:

The National Historic Preservation Act of 1966 authorizes a program of federal matching grants, known as the Historic Preservation Fund (HPF), to assist the various states in carrying out historic preservation activities. The program is sponsored by the Department of the Interior, National Park Service (NPS), and in Missouri, is administered through the State Historic Preservation Office (SHPO) of the Missouri Department of Natural Resources. Under changes made to the Act in 1980, each state is required to earmark a minimum of ten percent (10%) of their Historic Preservation Fund monies for exclusive use by Certified Local Governments (CLGs).

The State Historic Preservation Office funds projects that relate directly to the identification, evaluation or protection of historic, architectural, or archaeological resources. The selection process for these limited funds will be extremely competitive.

***Please note that obligations of the State shall cease immediately if the Missouri Legislature, the President, or Congress fails to appropriate or otherwise make available funds for selected projects. Grant funding will depend on the department's final federal grant.***

#### How to Apply:

Please submit **two copies** of the completed pre-application to the address below. **Applicants are required to submit a pre-application in order to qualify to submit a HPF final grant application.** A complete application is an application that is signed and dated with all blanks filled in completely and correctly.

Pre-applications are due before 5:00 p.m. on July 31. The SHPO will review the pre-applications and provide comments to the applicant before August 31. Final applications will be sent only to applicants who submitted pre-applications. Final applications are due by 5:00 p.m. September 15.

Pre-applications or final applications postmarked or delivered after the deadline **WILL NOT BE CONSIDERED.**

Mailing address:  
**Missouri Department of Natural Resources  
Missouri State Parks  
P.O. Box 176  
Jefferson City, Missouri 65102  
Attn: Preservation Planner & Grants Manager**

Street Address:  
**Missouri Department of Natural Resources  
Missouri State Parks  
1659 East Elm Street  
Jefferson City, Missouri 65101  
Attn: Preservation Planner & Grants Manager**

#### Eligible Applicants:

All municipalities and 501(c)(3) historic preservation missioned organizations are eligible to apply for the Historic Preservation Fund grants. However, only applications from Certified Local Governments will be considered for the mandated ten percent pass through funds. Once the ten percent pass through funding has been awarded, the SHPO will consider all remaining grant applications equally.

#### Project Eligibility:

Only projects that relate directly to the identification, evaluation, or protection of historic, architectural, or archaeological resources are eligible for this cycle of Historic Preservation Fund grants. Eligible activities must pertain to the accomplishment of the State Historic Preservation Officer's responsibilities as outlined in the National Historic Preservation Act of 1966, as amended. Eligible activities must be carried out in accordance with

state and federal law, regulations, the Secretary of the Interior's "Standards for Archaeology and Historic Preservation," the Historic Preservation Fund grants manual and State Historic Preservation Office policy requirements.

**Generally, grant awards will not exceed \$25,000.00 for the federal share. (Grants are awarded at a 60/40 percent ratio with 60 percent of the project cost paid by the grant and 40 percent paid by the applicant).**

Historic Preservation Fund funding is limited and highly competitive. In all likelihood only one or two projects will be funded in each of the categories listed below. Applicants may submit applications for projects related to the following activities:

**Survey:** Activity directly pertinent to the identification and evaluation of historic, architectural, and archaeological resources. Surveys should be designed to lead to nominations to the National Register for all eligible properties identified. Grant-assisted survey must produce data that is compatible with and can be readily integrated into state comprehensive planning activities.

**National Register:** Activity directly pertinent to the evaluation of identified historic, architectural, or archaeological resources for their eligibility for listing in the National Register as single sites or districts, and to the preparation of documentation required to secure such registration.

**Planning:** Activity directly pertinent to the development, implementation, and operation of state comprehensive planning activities; the preparation of preservation plans and design review guidelines for specific locales.

**Other Program Activities:** Any activity that is eligible for grant assistance, but that does not fall within one of the above program areas, or an activity that involves multiple program areas. General outreach, technical assistance, and public education/awareness activities might be eligible under this category if they are directly related to the goals and responsibilities of the State Historic Preservation Office.

**Certified Local Government Projects:** Eligible Certified Local Government (CLG) grant applications must be directly related to identification, evaluation, designation, administration, planning, and education/awareness activities that will increase the effectiveness of local historic preservation programs administered by Certified Local Governments.

**Predevelopment:** The historical, architectural and/or archaeological research necessary to properly document proposed construction work on a National Register of Historic Places listed and publically owned and occupied historic structure or site performed prior to the commencement of development.

**Development:** A project which has for its purpose the protection, stabilization, preservation, rehabilitation, or restoration of a National Register of Historic Places listed and publically owned and occupied historic building.

**This application form is for Planning and Outreach/Other Program Activities grant projects only.** Survey and National Register projects and Pre- and Construction projects require different application forms and instructions.

### **Special CLG Requirements:**

- In order for Certified Local Governments to qualify for the CLG pass through, **the CLG must be current in fulfilling all documentation requirements for maintaining CLG status.** This includes submission of an annual report for the prior federal fiscal year as well as timely submission (by November 30) of the CLG annual report for current fiscal year and minutes of all preservation commission meetings held during the last federal fiscal year.

- The CLG grant **application must be signed by the verifying authority for the applicant** (e.g. the mayor or city manager). The **final application must also include a resolution by the preservation commission in support of the grant application.**

For additional information on these requirements, please contact the Preservation Planner and Grants Manager at (573) 751-7958.

## Completing the Application:

An applicant may submit applications for more than one project activity during the grant cycle. A separate completed grant application must be submitted for each project activity. A completed grant application will consist of the following basic items:

1. **General Information**
2. **Applicant's Background**
3. **Project Summary and Description**
4. **Project Planning and Implementation**
5. **Project Budget**
6. **Pre-application**
7. **Discretionary Board Member Criteria**
8. **Supporting Documentation Checklist**
9. **Certification of Responsible Person**

As indicated in the instructions below, additional information or materials may also be required. This information should be attached to the application.

**General Information.** Questions 1-4 are general questions pertaining to the applicant responsible for incurring costs and completing the project. No points are assigned to responses in this section.

1. **Contact information for the applicant requesting grant funds:** Enter the name, receiving official, address, phone number, fax number, and email address of the applicant. The receiving official is the person authorized to officially accept the grant (e.g., the mayor or the city manager). **DUNS NUMBER** – all agencies or organizations that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual organization or agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. The process is free and generally takes no more than one business day.
2. **Contact information for the application preparer:** Enter the name, address, phone number, fax number, and email address of the application preparer. If it is the same as the applicant, please just check the box in the corner and skip to question number three.
3. **Contact information for the applicant's primary point of contact:** Enter the name, address, phone number, fax number, and email address of the contact person/project manager. The contact person is the individual most familiar with the project application who will be managing it for the applicant.
4. **Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.

**Applicant's Background.** Questions 5-6 are designed to elicit information about an applicant's past performance in administering previous grants through the State Historic Preservation Office and to understand the applicant's experience overseeing a project similar to the type proposed in the application. Past performance and experience will be reviewed and factored into the score. Up to fifteen points may be given for responses to this section.

5. **Please indicate in question five if the applicant has administered a Historic Preservation Fund or Missouri Heritage Properties program grant with the State Historic Preservation Office.** Please consider any projects that were administered by the applicant within the last ten years. The yes or no questions related to extensions, changes to the scope of work, withdrawal from the program, and number

of active projects can alert the application scorer to any successes or challenges the applicant has had in the past completing grant projects with the State Historic Preservation Office.

6. **Please describe any experience the applicant has administering a planning or training grant similar to this one.** Applicants are expected to take an active role in all grant funded projects, regardless of if the intent is to pay a consultant to do the actual work. Please indicate here any experience that the applicant has working with planning or training projects similar to this one.

**Project Summary and Description.** Questions 7-10 require the applicant to provide a detailed description of the project, including a detailed scope of work. Up to 50 points may be given for this section since considerable weight is given to the detailed description/scope of work in question 9.

7. **Project Type:** Check whether the proposed project is a planning, outreach, or other type of project.
8. **Project Title:** Enter the name of the project.
9. **Description/Scope of Work for the Project:** Please provide a detailed description of the proposed project. If the proposed project is education or outreach, please describe the purpose of the training, how many people are estimated to attend, and how it will help the applicant and/or others interested in historic preservation. If the proposed project is for planning, please indicate what type of planning document will result from the grant (e.g. preservation plan or design guidelines), if this is an update or new document, and how it will impact the community.
10. **Will a published document result from the project? If yes, please indicate how many copies will be printed and if it will be made available electronically and where.** In addition to what the applicant needs for their own use, the State Historic Preservation Office requires that seven copies of any printed planning document be provided for its use. Three additional copies are required for the National Park Service. If the document will be made available electronically, some copies of the document may be submitted electronically in lieu of the hard copy. For large educational events where conference brochures or other publications are printed, please contact the Preservation Planner and Grants Manager to discuss how many copies will need to be provided to the State Historic Preservation Office to ensure broad distribution of the information.

**Project Planning and Implementation.** Questions 11-14 ask the applicant to demonstrate that the project is a well-planned and feasible project, and that the public has been made aware of the project. This section also allows that applicant to tell the State Historic Preservation Office how this project fits into the state and community's preservation program and explain if the project will address any threats or challenges in the community. Up to 10 points may be given for this section.

11. **How does this project meet a need identified in the Statewide Comprehensive Historic Preservation Plan and/or a local or regional master plan?** If this is a local or regional plan, please provide a copy or link to the relevant section. All grant applications are required to meet at least one of the statewide planning objectives identified in Missouri's Statewide Comprehensive Historic Preservation Plan. A copy of this plan is available on request and available online at: <http://www.dnr.mo.gov/shpo/docs/2011-17MoPresHorizons.pdf>.
12. **Did the applicant solicit public opinion concerning this project within the last 12 months?** Please indicate if the public has been consulted on this project within the past twelve months. If the public has not yet been informed of the project, please indicate how the applicant intends to notify the public.
13. **Is this part of a larger project or ongoing education/outreach program (e.g. lecture series or annual conference)?** If so, please explain any special funding sources (e.g. registration fees or other grants) and any state or local support groups involved in its production.
14. **Are there currently any threats or challenges that this project will address (e.g. training to assist commissioners in making defensible decisions)?** If so, please describe.

**Project Budget.** Questions 15-17 ask the applicant to provide information about each cost category and to provide budget line items within each cost category. Generally, grant awards in the planning/outreach category will not exceed \$25,000. The minimum amount an applicant is required to provide as match is 40% of the total project cost. Up to ten points may be given for this section, based on the percent of matching funds.

15. **For each cost category, fill out the below budget table with the grant amount requested and the matching amount provided by the applicant and/or donor.** In the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the

specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, applicants should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

Indicate the total cost in the right-hand column and the amounts of non-federal cash, non-federal inkind and federal share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. Paid city staff time contributed to the grant project is cash. If a volunteer contributes time to a project, the value of the person's time is inkind. Use whole dollar amounts only. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$25,000. The applicant is requesting \$15,000 and is providing a match of \$10,000, which is 40% of the total cost and the minimum matching amount allowable. Of the matching funds, \$8,000 is cash (general revenue from the applicant) and \$2,000 is being provided as an inkind donation (use of venue).

Cost Category	Federal (Grant Request)	Non-Federal/ Local Cash	Non-Federal/ Local Inkind	Total
Contractor	\$ 15,000.00	\$	\$	\$ 15,000.00
Personnel	\$	\$ 5,000.00	\$	\$ 5,000.00
Supplies	\$	\$ 1,000.00	\$	\$ 1,000.00
Equipment	\$	\$	\$	\$
Travel/Lodging	\$	\$ 1,000.00	\$	\$ 1,000.00
Other (Please Specify) : Venue	\$	\$	\$ 2,000.00	\$ 2,000.00
Other (Please Specify)	\$	\$	\$	\$
TOTAL	\$15,000.00	\$ 8,000.00	\$ 2,000.00	\$ 25,000.00

The following table provides examples of the minimum match required at various cost levels.

Federal (Grant Amount 60%)	Minimum Matching Amount (40%)	Total Project Cost
\$ 25,000.00	\$ 16,667.00	\$ 41,667.00
\$ 20,000.00	\$ 13,333.00	\$ 33,333.00
\$ 15,000.00	\$ 10,000.00	\$ 25,000.00
\$ 10,000.00	\$ 6,667.00	\$ 16,667.00
\$ 5,000.00	\$ 3,333.00	\$ 8,333.00

Allowable costs include personnel costs (salaries and fringe benefits), travel expenses (mileage, lodging), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs can be found in the Historic Preservation Fund grants manual available online at: [https://www.nps.gov/preservation-grants/HPF\\_Manual.pdf](https://www.nps.gov/preservation-grants/HPF_Manual.pdf).

## 16. Provide detailed information about the budget items in each cost category.

**Personnel Costs:** List all personnel (other than contractors) and attach resumes\*. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project. (There are 173.33 hours in a work month; 2080 hours in a year. Partial work months should be rounded to nearest tenth.) Volunteer time is valued at the prevailing minimum wage unless a higher rate can be documented and is approved by the SHPO. To assist in determining and using rates, the following are standards for safe and acceptable rates for certain kinds of volunteer services based off of the U.S. Bureau of Labor and Statistics' Occupational Employment Statistics for Missouri:

1. <b>Non-professional volunteers:</b>	Current Minimum Wage
2. <b>Preservationists* (not 36 CFR Part 61 qualified):</b>	\$12.00 per hour
3. <b>Accountants and Auditors:</b>	\$35.00 per hour
4. <b>Architects (36 CFR Part 61 qualified):</b>	\$30.00 per hour
5. <b>Archaeologists (36 CFR Part 61 qualified):</b>	\$21.00 per hour

6. <b>Historians/Architectural Historians (36 CFR Part 61qualified):</b>	\$19.00 per hour
7. <b>Planners:</b>	\$29.00 per hour
8. <b>Full professors of anthropology and archaeology</b>	\$34.00 per hour
9. <b>Full professors of history:</b>	\$35.00 per hour
10. <b>Lawyers:</b>	\$45.00 per hour

*\*Preservationists are individuals who by their professional or educational experience have expertise in historic preservation. These are individuals who do not meet the professional qualifications.*

These rates assume that all personnel are working in their field of expertise. Under no circumstance will the actual rate of pay for professionals and non-professionals be accepted, unless it is the lowest rate in the marketplace. Attach resumes to justify all volunteer rates over minimum wage.

**Fringe Benefits:** Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Part-time employees or contractors who receive fringe benefits that cannot be treated as a standard percentage should have such costs incorporated into their salary structure for the purpose of HPF grants (such incorporation must be notated\*\*). Rates of pay claimed for city staff should be documented with a statement from the city personnel or financial officer attesting to the accuracy of the rate claimed.

**Travel:** Indicate cost calculations by number of miles and rate per mile. The rate of reimbursement per mile cannot exceed Missouri's state mileage allowance rate of **37** cents per mile. If mileage is a project cost, an estimate of the number of miles must be given. If out-of-state travel is a project cost, a justification must be given and an estimate of cost. If there is any in-state travel not in the project area, justification\*\* must be given with an estimate of cost (except travel that is required or demanded by the SHPO office).

**Supplies:** As a budget category, this includes both expendable and non-expendable supplies. Items normally found in this category of cost include items such as: paper, pencils, pens, photographic paper, folders, notebooks, CDs, ink, and envelopes. Property having an acquisition cost of \$5,000 or less is defined as supplies.

**Equipment:** All equipment purchases in excess of \$5,000 must be noted and must have justification. Donated equipment, if used as match, must be notated\*\* justifying valuation in the form. Equipment is valued at the lowest cost or rental rate per month in the local area. Applicants may be requested to produce at least two proofs of valuation. Applicants must identify purchased or donated equipment by brand name and type for use in grant related programs.

**Reproduction:** As a budget category, this normally contains the following items of expense - photocopying, photograph reproduction, and CD, DVD or other video reproductions. Specific costs assigned to this category must be notated\*\*. Applicants may be required to justify cost on request.

**Other Costs:** As a budget category, this normally contains the following items of expense - electronic data processing costs, subscriptions, memberships, books, postage, and rent or space. All costs in this category must be notated\*\*. Applicants may be required to justify costs on request. Donated space is based on the lowest cost of square footage in a given area. Exceptions to this general rule of thumb will be given on a case-by-case basis, especially when the donor is the source of this action.

**Contractual:** List all 36 CFR Part 61 qualified contractors (asterisk those already contracted) hired to oversee the project, attach resumes\*, and note cost. These costs are associated with individuals or organizations providing cash services to the applicant which are not provided by the staff. Note: All grant projects must be overseen by someone who meets the 36 CFR Part 61 professional qualifications.

Contractual services must be obtained through publication of a Request for Proposals to permit open and fair competition. The applicant may select a contractor following a review of the proposal and personnel qualifications. For 36 CFR Part 61 qualified professionals overseeing the project, the SHPO should be contacted prior to contracting to ensure that the individual meets the professional qualifications and does not have outstanding/past due grant products that were not delivered to the grantee and SHPO. Information on the procedures and guidelines for selecting a contractor is available from the SHPO.

**Indirect Cost:** Applicants may qualify to use an indirect rate. A de minimis indirect cost rate of 10% can be used by these applicants, however, if an indirect costs rate has been established with approval from a recognized federal agency, that rate must be used (even if it is less than 10%). A letter from a cognizant agency establishing any rate other than the de minimis rate is required. For more information about indirect costs, please refer to 2 CFR Part 200.

*\*All staff, contractors, and individuals donating time directly to the project must submit resumes, even if such resumes were submitted in previous grant cycles. Individual volunteers (including non-professionals), must be listed by name.*

*\*\*Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

**Please note: All purchases made using grant funds are expected to follow state or local procurement requirements (whichever one is stricter). For more information about procurement, please see RSMo Chapter 34: <http://www.moga.mo.gov/mostatutes/chapters/chapText034.html>.**

**17. Provide the source of match. Provide a copy of the applicant's resolution or letter authorizing it to make application for the grant and the name and letter of intent (including amount) of all other donors providing match.**

Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

**Donor:** Identify the agency, individual, educational institution, company or organization providing all or a portion of the local share.

**Contribution:** Identify the amount of the match.

If the contribution is in kind volunteer personnel, the donor's letter should indicate an estimated number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for **city staff** participating in a grant project should be counted as **cash**. The city must provide, in writing, documentation of the staff person's rate of pay and fringe.

If the share is in kind space, the donor's letter should indicate the number of months, the value per month, and total dollar amount (i.e., 12 months @\$100 = \$1200). Both equipment and rental services valued as in kind are inserted in the same manner as donated space. If the share is indirect cost, enter "cash".

Applicants submitting more than one application should note that cumulative non-federal share on the applications cannot exceed 100% of the individual's time or 100% of the actual cost of the services being provided as match.

**Pre-Application.** Question 18 pertains to the pre-application. All Historic Preservation Fund grants require a pre-application where the State Historic Preservation Office reviews the project proposal and makes suggestions to ensure that the application is in keeping with the Secretary of the Interior's "Standards for Archaeology and Historic Preservation." In all cases, the comments serve to make the application more competitive. The applicant can receive five additional points if they have addressed the comments identified in the pre-application phase.

**Discretionary Board Criteria.** At least four members of the staff will review and score the grant applications. The scoring team may award additional points based on the subjective evaluation of the application, notably the details provided in the "project summary and description" and "project planning and implementation" sections. Up to ten points may be given by the discretionary board.

**Supporting Documentation Checklist.** This checklist is provided on the application as an aid to applicant.

**Certification of Responsible Person.** A responsible official of the applicant's agency or organization must sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the

application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official cannot be an independent grant writer who is not affiliated with the agency or organization.

An incomplete or inaccurate application packet will be ineligible for scoring.

### **How Grants Will Be Awarded:**

**Pre-Applications are due on July 31.** Once pre-applications have been received, staff will comment on the quality and content. Comments will be e-mailed to the applicant prior to August 31.

**Final Grant Applications are due by 5:00 p.m. on September 15.**

Projects will be reviewed and evaluated by the State Historic Preservation Office staff to determine how well the application addresses the selection criteria listed above.

Staff will review all final applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri Advisory Council on Historic Preservation at their November meeting. It is anticipated that prior to the first of the calendar year, SHPO staff will begin negotiating with the applicants. Once a grant agreement has been negotiated, a grant agreement awarding the grant will be executed.

### **Additional Information:**

Applicants are strongly encouraged to contact the State Historic Preservation Office for assistance in defining the project scope of work and for technical assistance in completing the pre-application and final application. To obtain such assistance, please contact the Preservation Planner and Grants Manager at: 573-751-7958 or via email at: moshpo@dnr.mo.gov.

#### **EQUAL OPPORTUNITY**

This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to:

Director, Equal Opportunity Program  
U. S. Department of the Interior, National Park Service  
P.O. Box 37127  
Washington, D.C. 20013-7127